



Marine Corps League Department of North Carolina



William E. "Bill" Brown

Judge Advocate

08-April-2023

From: William E. Brown,
To: Judge Advocate, Department of North Carolina
Bylaws Committee Chairperson, Department of North Carolina

Subject: Proposed DoNC Administrative Procedures Chapter Four Department Woman of the Year

In accordance with Article Eight, Section 800, of Department Bylaws (DBL) Amendments, I am submitting the following change for consideration at the 2023 Department of North Carolina Convention.

CURRENT LANGUAGE

DEPARTMENT OF NORTH CAROLINA ADMINISTRATIVE PROCEDURES CHAPTER TWO

DEPARTMENT WOMAN OF THE YEAR

SECTION 200 - DESCRIPTION - This is an award presented to a spouse of a regular member or an associate member of the Marine Corps League, who has rendered service and or performed deeds above and beyond the duties and obligations required.

SECTION 210 - FUNDING - Funding for this award shall be as appropriated in the Annual Budget of the Department of North Carolina.

SECTION 220 - QUALIFICATIONS

- A. Nominee must be a spouse of a regular member IN GOOD STANDING of a Detachment in the Department of North Carolina.
- B. Nominee can be an associate member IN GOOD STANDING in a Detachment of the Department of North Carolina.
- C. Nominee must be nominated by a Detachment of the Department of North Carolina.

SECTION 230 - NOMINATION - Each nomination package will consist of a cover page and an additional page covering the qualifications and any supporting information. Handwritten nominations are not acceptable, and the nomination shall be neatly typed with normal capitalization as proper nouns are very difficult to comprehend when using ALL CAPITALS.

- A. Cover letter- The following components of the cover letter are mandatory:
 - 1. Date the cover letter.
 - 2. Identify the nominee by name and relationship to the League member.



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3. State that the nominee's SPOUSE is a regular member in good standing in the Marine Corps League as defined in the National By-laws.
4. State that the nominee was selected in accordance with any applicable Detachment by-laws.
5. Certify that all statements in the cover letter with the signature of the Detachment Commandant and the Adjutant/Paymaster.
6. Only one copy of the nomination letter is required.

SECTION 240 - NOMINATION PROCEDURES

- A. Only one (1) nomination shall be submitted per Detachment.
- B. The nomination does not have to be the current Detachment Woman of the Year if the Detachment gives such an award.
- C. A brief succinct statement of why the nominee should be selected and a summary of accomplishments written in numbered OR bulletized form for quick reference.
- D. The nominee cannot be a Past Department of North Carolina Woman of the Year.
- E. Submission -
 1. The nomination application must be placed in a 8 1/2" x 11" or larger envelope. Folded nominations will not be accepted.
- F. The envelope will be sealed and addressed to: Chairperson, Department of North Carolina Woman of the Year Committee.
- G. Detachment Commandants or their designated representatives are encouraged to hand carry the nomination packet to the Department Adjutant on the day of the Department Convention prior to the noon/lunchtime recess.
- H. The Department Adjutant shall, without opening the envelope, record the name of the Detachment submitting the nomination in the minutes of the Department Convention business meeting.
- I. The Department Adjutant shall hand-deliver all envelopes (UNOPENED) to the Chairperson of the Department Woman of the Year committee on the day the Board convenes for selection. The Nominations packet will remain sealed until the board convenes.

SECTION 250 - DEPARTMENT WOMAN OF THE YEAR COMMITTEE



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- A. Shall be composed of all past recipients of the Department of North Carolina Woman of the Year award.
- B. Each MCL member or Associate Member must be members in good standing as defined in the National By-laws.

SECTION 260 - SELECTION BOARD

- A. The Department of North Carolina Woman of the Year board will be comprised of all past Women of the Year.
- B. The Chairperson of the Women of the Year Board will be appointed by the Department Commandant on the morning of the meeting to select a Woman of the Year. Normally the Chairperson will be the most recent awardee.
- C. Each Detachment is limited to a single voting member on the selection board
- D. Deliberations of the WOY selection board are confidential and shall not be divulged to non-WOY board members.
- E. The board shall not meet during any open session of the Department convention.
- F. The Board must receive a minimum of one (1) nomination before it can meet to select a Woman of the Year.
- G. Only one (1) WOY may be awarded. There will be no co-winners of this award.
- H. All nomination packets will be returned to the Department Adjutant after the Convention is closed. (Usually after the banquet)

SECTION 270 - AWARD PRESENTATION PROCEDURES

- A. The Department Woman of the Year shall be presented at the Department Convention banquet.
- B. The Department Commandant or the Master of Ceremonies will introduce the Chairperson of the Department Woman of the Year Board.
- C. The Chairperson will introduce each past awardee of the WOY ranging the least recent to the most recent prior to announcing the latest selection
- D. The Woman of the Year will be awarded a certificate signed by the Department Commandant and the Chairperson of the Woman of the Year board.



1. The certificate sized 8.5” x 11” shall be framed in a frame of no than 11” x 14” in measurements.

PROPOSED LANGUAGE (New or Revised text in RED)

**DEPARTMENT OF NORTH CAROLINA
ADMINISTRATIVE PROCEDURES**

CHAPTER TWO

DEPARTMENT ASSOCIATE OF THE YEAR

SECTION 200 - DESCRIPTION - This is an award presented to an associate member of the Marine Corps League, who has rendered service and or performed deeds above and beyond the duties and obligations required.

SECTION 210 - FUNDING - Funding for this award shall be as appropriated in the Annual Budget of the Department of North Carolina.

SECTION 220 - QUALIFICATIONS

- A. Nominee can be an associate member IN GOOD STANDING in a Detachment of the Department of North Carolina.
- B. Nominee must be nominated by a Detachment of the Department of North Carolina.

SECTION 230 - NOMINATION - Each nomination package will consist of a cover page and an additional page covering the qualifications and any supporting information. Handwritten nominations are not acceptable, and the nomination shall be neatly typed with normal capitalization as proper nouns are very difficult to comprehend when using ALL CAPITALS.

- A. Cover letter- The following components of the cover letter are mandatory:
 1. Date the cover letter.
 2. State that the nominee is an associate member in good standing in the Marine Corps League as defined in the National By-laws.
 3. State that the nominee was selected in accordance with any applicable Detachment by-laws.



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4. Certify that all statements in the cover letter **are accurate with** the signature of the Detachment Commandant and the Adjutant/Paymaster **(unless the nominee is this position, then to be signed by the Detachment Senior Vice).**
5. Only one copy of the nomination letter is required.

SECTION 240 - NOMINATION PROCEDURES

- A. Only one (1) nomination shall be submitted per Detachment.
- B. **The nomination does not have to be the current Detachment Associate of the Year if the Detachment gives such an award.**
- C. A brief succinct statement of why the nominee should be selected and a summary of accomplishments written in numbered OR bulletized form for quick reference.
- D. **The nominee cannot be a Past Department of North Carolina Woman of the Year or Past Department Associate of the Year**
- E. Submission
 1. The nomination application must be placed in a 8 1/2” x 11” or larger envelope. Folded nominations will not be accepted. **The envelope will be sealed and addressed to: Chairperson, Department of North Carolina Associate of the Year Committee**
 2. **The submission deadline shall be the same as the Department Marine of the Year.**
 3. Detachment Commandants or their designated representatives are encouraged to hand carry the nomination packet to the Department Adjutant **by 1700 on the Friday before** Department Convention.
 4. The Department Adjutant shall, without opening the envelope, record the name of the Detachment submitting the nomination in the minutes of the Department Convention business meeting.
 5. **The Department Adjutant shall hand-deliver all envelopes (UNOPENED) to the Chairperson of the Department Associate of the Year committee on the day the Board convenes for selection. The Nominations packet will remain sealed until the board convenes.**
 6. **Each Associate Member must be members in good standing as defined in the National By-laws.**



SECTION 250 - DEPARTMENT ASSOCIATE OF THE YEAR COMMITTEE

- A. Shall be composed of all past recipients of the Department of North Carolina Woman of the Year award, Department Associate of the Year award. and Marine of the Year .There has been no selection of DoNC WOY since 2018 and the DoNC 2022 AOY was selected by the DoNC MOY Committee since it was the first presentation of the DoNC AOY award.
- B. Each Associate Member must be members in good standing as defined in the National By-laws.

SECTION 260 - SELECTION BOARD

- A. The Department of North Carolina Associate of the Year board will be comprised of all past Department Women of the Year, the 2022 DoNC AOY and available DoNC MOY award recipients. This practice will prevail through the 2025 Department Convention to build a base of AOY recipients at which time it will be only AOY recipients to comprise the Selection Board.
- B. The Chairperson of the Associate of the Year Board will be appointed by the Department Commandant on the morning of the meeting to select an Associate of the Year. Normally the Chairperson will be the most recent AOY awardee
- C. Each Detachment is limited to a single voting member on the selection board
- D. Deliberations of the AOY selection board are confidential and shall not be divulged to non-AOY board members.
- E. The board shall not meet during any open session of the Department convention.
- F. The Board must receive a minimum of one (1) nomination before it can meet to select an Associate of the Year.
- G. Only one (1) AOY may be awarded. There will be no co-winners of this award.
- H. All nomination packets will be returned to the Department Adjutant after the Convention is closed. (Usually after the banquet)

SECTION 270 - AWARD PRESENTATION PROCEDURES

- A. The Department Associate of the Year shall be presented at the Department Convention banquet.



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- B. The Department Commandant or the Master of Ceremonies will introduce the Chairperson of the Department Associate of the Year Board.
- C. The Chairperson will introduce each past awardee of the AOY (to include formerly WOY recipients) ranging the least recent to the most recent prior to announcing the latest selection
- D. The Associate of the Year shall be presented with a Department Associate of the Year Medallion and Ribbon, Red, Gold with centered FMF Device denoting his/her selection as the Department Marine of the Year.
- E. The Associate of the Year will be awarded a certificate signed by the Department Commandant and the Chairperson of the Associate of the Year board.
- F. The certificate sized 8.5” x 11” shall be framed in a frame of no than 11” x 14” in measurement.

DESCRIPTION OF MEDALLION

Department Associate Member of the Year Medal: None (Medallion Only)

Ribbon: Red, Gold with centered Bronze “A” Device

The Associate Member of the Year Medallion is authorized for wear with the Casual and Formal Uniform only as set forth in enclosure three (3) of the National Administrative Procedures. While wearing the Associate Member of the Year medallion no other medal or devices shall also be suspended from the neck. No pins or other devices shall be attached to the suspension ribbon. In the event the person authorized to wear the Associate Member of the Year Award has been selected at more than one level for such an honor, the senior medallion and suspension ribbon will be worn. See Sample certificate on following page:

RATIONALE: This amendment was necessary when identified by National Judge Advocate (NJA), Russ Miller, when reviewing the DoNC 2022 Bylaws, noting that we recognized a DoNC Woman of the Year without consideration of a male spouse, the fact that Woman Marines would be equally qualified to win both Woman of the Year and also Marine of the Year. Similarly, NJA Miller noted that we did not have procedures within our Bylaws for the DoNC Associate of the Year. It is the intent to recognize all previous WOYs at the Department Convention and officially redesignate them as Associates of the Year and also present those still remaining with the Associate of the Year Medallion. This amendment as revised will now satisfy consistency with NBL and NAP language.

We are also recommending that we have a combination of both DoNC MOY, WOY and the AOY first award in 2022 comprise the AOY Selection Board through 2025 until a number of AOYs have been awarded and they would comprise the AOY committee going forward.

The submission deadline should be the same as the MOY for consideration of the Adjutant’s schedule.



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A sample award certificate will be created that will be presented but is not a part of this submission and will be included as an Addendum to the change when incorporated into the DoNC Admin Procedures. The certificate will be approved by the Department Commandant before inclusion.

Respectfully Submitted,

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